P

1

G. R. S. 58]

Previous references.

1915-16

(E. A. 9

Destroyed

File No. 97.

Serial Nos. 1 - 2

Later references.

GENERAL AND REVENUE SECRETARIAT.

P.15

Serial Nos. 1 - 2

Part B for

SUBJECT.

Improving the methods of work in the office of the Military Secretary to H. H. the Maharaja

2. The Chief Commandant M.S.T.

E. A. 9. 97 of 9. 3. 16.

Intimating that the suggestions of Mr Venkatadas for improving the business methods in the Military Secretary's office be incorporated in the Office Manual &c.

GPB—5,000—22-10-10

11-11-16.)

2

G. R. S. 11] 1915-16.

GENERAL AND REVENUE SECRETARIAT.

(Mily.)

NOTES.

File No. 109-15

FILE HEADING.

Improving the methods of work in the Office of the Mily. Secy. to His Highness the Maharaja.

From

The Office Asstt. to the Mily. Secy. to His Highness

No. 1719. Dated 5-10-1915 Received 6-10-1915

Diary No. 3224	Enclos. 1	Spare Copies. —	Serial No. 1.

BRIEF ABSTRACT OF LETTER.

Submits his suggestions for improving the present methods of work in the Mily. Secy's Office

NOTES AND ORDERS.

N

As the question of systematising the work of the Mily. Secy's Office is under consideration in the Efficiency Audit Branch (vide G.O. No. 351-2-EA-46 & 26.8.1915) the present reference from the Office Asstt. to

NOTES—First Sheet.

GPB—20,000—8-8-14

E. A. G 3224 97 of 15

R. S. 12]

General and Revenue Secretariat.

Mily File No. 109 of 1915-16

Serial No.	
	the Mily. Secy. will be transferred to that Branch, if approved.
	W. Lees 30-10-15
	2. Letter The P. A. D. is in response to f.o. No. G 13817/mil. 171-14-6 dy 11th June 1915 — Please put up the file or a copy of the order to see whether there is anything required to be done first before transferring it the file to Br VIII
	31/10-15
4	3 A copy of the letter referred to is put up. The file relating to it was sent for reference in another connection & therefore not available.
	W. Lees 4.11.15
	4) Br VIII
	5/11-15
Note 10/11/15	
Copy	5) The note is returned in response to G.O. No. G 13817/mily 171-14-6 dy 11th June 1915, placing the services of Mr. Venkata Row at the disposal of the Mily. Secy. Later in G.O. No. 351-2/GA 4614-6 dy 26-8-1915, the audit of the accounts of the mily secy's office was ordered and an office manual is required to be drawn up by the mily secy.
Copy N.	

NOTE—Contn. sheet.

GPB—20,000—30-6-15

E.A.G. 97 of 15 4 (2)

R. S. 12]

General and Revenue Secretariat.

Audit File No. ~~104~~ of 1915.

Serial No.

It is not known if the audit has yet been undertaken. The Comptr's suggestions for improvement in the account system can be effected only after the audit is over. The Office Asst who is in charge of the Audit Secy's office says that steps are taken to remedy the defects in the method of office correspondence and arrangement of old records. His suggestions may be embodied in the draft office manual which is yet due. The Comptr's views re improvement in the account system may also be incorporated therein when received. The Office Asst. will be informed accordingly, if approved and the Comptr. asked to say what action has been taken in accordance with the Govt. order directing the audit of the accounts.

Submitted for orders.

31/12 6)

Several of the suggestions made here had already been urged by me in my note. They may be embodied in the Office manual

NOTE.—Contn. sheet.

GPB—20,000—30-6-15

Serial No.

So far as they pertain to correspondence as regards accounts, the result of the comptroller's audit is to be awaited.

7) In the last two paragraphs Mr Venkata Rao refers to the office staff and recommends that the clerical service of the Dept. should be exempted from the rules of 1888. If no action is called for in respect of these points, the papers may be returned to this Branch to be dealt with in connection with the office manual & audit

Pgr V

7/

7 Secy S.

8 A copy of notification dated 12.4.1888 is printed in G.O. No [illegible] dated 23.12.14

7 Secy E.

The question of the further revision of the Mily Secy's office staff was reserved for consideration later on. No proposals have as yet been received from the Mily Secy. In submitting the Budget Estimates for 1916-1917 the Mily Secy stated that they will be submitted before the end of the year. No action need be

NOTE—Contn. sheet.

GPB—20,000—30-6-15

file

65

G. R. S. 12]

General and Revenue Secretariat.

Ea A(9) 97
~~Secy~~ File No. ~~109~~ of ~~1915~~.

Serial No.	
	Taken now on Mr. Venkata Rao's notes. The papers may be returned to Branch VIII
	Secy 9 for VIII DS. Mm 14.2.
	15/2-16 17 MM 16/2
10	Dft to Ch: Comdt: Mysore Sappers. Fair Mysore 6/3. Mm
11	Issue MM 6/3

Ea A(9)/97 of the 9th March 16 to the Chief Comdt: Mysore State troops intimating that the suggestions of Mr Venkat Rao for the improving the business methods in the Military Section may be incorporated in the office manual & those pertaining to office matters considered when the Comptr's audit is completed.

NOTE—Contn. sheet.

GPI:—70,000—17-12-15

3224

Rc. 1719 Enc 2 notes & 1 plan.
181-14-15

15-9-16
E.A.S 22-9-15

NOTE.

Reference:-General Secretary's letter No:G.13817/Mily. 171-14-6 dated 11th June 1915.

As directed in the above, I submit herewith my note .... embodying certain suggestions for improving the present ..... methods of business in the Military Secretary's Office.

The late Col.A.A.Jones having put me in charge of the Hesserghatta Farm, I inspected it several times and bestowed my best attention on the subject of improving the grass ... supply.

The accompanying notes prepared by me, contain some ... practical suggestions for the improvement of the Grass Farm.

Office Assistant to
Mily.Secy.to H.H.the Maharaja
(In charge).

5th October 1915).

To.

The Secretary to Government,
General Department,
BANGALORE.

N O T E.

I. ACCOUNTS Branch

The accounts relating to the adjustment of advances received from time to time have not been satisfactorily maintained. There is no Register to show the several imprests held by the Military... Secretary and his subordinate officers, and the transactions made every month.

2. The entries in the Cash-book are meagre and the form in which it is maintained leaves much to be desired.

3. The following are my suggestions for effecting improvements in the method of work in the Account Section:-

4. (1).A Register showing the several advances or imprests held by the Military Secretary and his subordinates and the transactions made every month, should be opened. The imprests and advances ..... granted and their adjustments should be noted. To watch speedy adjustment of .... advances and other expenses met out of the imprest by subordinates, an imprest cash-sheet may be obtained from them.... monthly and checked in the office with the Register.

5. (2).A monthly cash-balance Statement should be worked out showing the several items of money received in the Military Secretary's Office, the advances made, the advances adjusted, and the

balance on hand. As the ledger of advances has not been written up ... from a long time, the cash-book .... should be examined for the above ... purpose by a special qualified clerk whose services may be obtained from the Comptroller's Office for about 3 months, from the year 1898 which is the date of the formation of the Military Assistant's(Military Secretary's) Office.

Note:-Government have lately ... authorized the entertainment of a ... clerk by the Comptroller for the..... above purpose.

6. (3).Much confusion in the adjust-ments of the advances is caused .... owing to mixing up together of ..... accounts relating to more than one advance. It is therefore necessary to treat each advance as a separate account and closed as soon as the occasion for which the advance was made is over.

7. (4)A separate cash-book for ... special occasions is now maintained. This should be treated as a subsidiary ledger, entries therein being only posted from the cash-book .... wherein the pages of the several ... subsidiary ledgers should be entered to ensure that the postings have ... been made.

8. (5)A ledger of advances made....

should be kept in which all advances made from time to time must be posted from the cash-book, and the recoveries and adjustments noted. Balances ..... should be worked out monthly and a.... total of advances outstanding made out

9. (6)In the cash-book there must be 2 columns both on the credit and debit sides showing the cash transaction in the office and the Bank tran - saction separately.

10. (7)A Contingent Register in form No: 10 for office contingencies should be opened. The Head clerk should keep this register and account for the .... amount placed at his disposal, he .... being treated as an imprest-holder.

11. (8)An order or indent book showing the several indents or orders sent to contractors for supply of articles, the supplies received from them, the date of receipt of their claims and their adjustment, should be maintained, references being given to the bill-... copy book.

12. (9)It seems advantageous to get bills claiming amounts for supplies rendered, in duplicate. One of them may be sent to the subordinate officer concerned for verification and record of the prescribed certificate and the duplicate filed in the office. After the original is returned audited by the Comptroller, the duplicate filed

in the office may be serially numbered as evidence of the entries in the bill abstract-book. This procedure will dispense with the maintenance of the bill copy-book and thereby.... saves much of the time of the Accountant employed in writing it out.These bills should as far as possible be checked with the indent or order .... book and a note of the receipt of the bills should be made in the order-book itself to guard against double claims being presented.

13. (10)The receipt and disposal of audited bills endorsed in favor of private parties, received in this.... office should be entered in the cash book as in the same way as cheques. The date of the receipt of the audited bill and the date of its acknowledgment by the party concerned,.... should be noted in the bill-abstract book.

II.OFFICE CORRESPONDENCE &RECORDS.

14. The file system was adopted in the Military Secretary's Office long before it was introduced in the .... General & Revenue Secretariat.Owing to the office not being well acquainted with the details of this system of correspondence, the rule that ... each file, should as far as possible,

12

be confined to a single subject and new files should be freely opened, is not observed. Consequently, it is found that more than one subject is sometimes dealt with in one and the same file. The abstracting of papers under disposal as well as the noting, has been imperfectly.... done. There being no system of .... recording of papers disposed of, or filed, some of the files have become unnecessarily bulky, and it is no wonder that the office did not take pains to properly arrange the papers contained in them. These .... defects have as far as possible ... been pointed out to the case-workers by me.

15. The current and old records are mixed up. Referencing is made very difficult owing to the files not... containing any table of contents ... and to the want of indexes. Though a list of file headings is imperfectly maintained, it is not of.... much use, as an alphabetical index to these file-headings is not prepared. As Government have recently sanctioned the entertainment of 2 temporary hands in connection with the sorting of records, advantage will be taken to remedy the above defects as far as possible.

16. The advantage of opening .....

13

x. List of letters received and issued in the Military Secretary's Office from the year 1912-13 to the end of 1914-15.

Year.	Letters received.	Letters issued.	Memo to Dewan	D.O. received.	D.O. issued.	Letters received in Camp.	Letters issued in Camp.	Total No: of letters.	Remarks.
1912-13.	4536	3598	110	"	123	520	381	9268	
1913-14.	4855	3967	48 Camp10	"	185	833	640	10537	
1914-15.	6582	5235	6	345	344	70	114	12696	

general files for periodical returns and trivial routine correspondence has also been explained to the officials of this office. With a view to prevent ... avoidable delay in case-work, and thereby prevent work unnecessarily accumulating in the office, the case-workers have been for the past 4 months, asked to submit weekly journal of case-work done by them. For the same purpose, the submission of a list of unanswered references in the form in which the General & Revenue Secretariat maintains its.... monthly arrears list, on the 5th of the following month, is rigidly enforced.

A list of periodical returns is now maintained for watching the timely submission of returns. With a view to speedy disposal of work and fixing the responsibility for the delay in the ... disposal of papers, a regular list .... distributing the work according to the capacity of the officials, is now maintained.

GENERAL REMARKS.

17. From the annexed[x] Statement showing the receipts and issues of this office during the past 3 years it will be seen that the work has been increasing year after year. It is therefore absolutely necessary to increase the clerical ..... strength of the office to cope with the

heavy work. Out of the officials ... employed in this office there is .... only 1 Matriculate. With a view to promote the general efficiency of the office it is necessary to introduce 1 or 2 graduates. In connection with the auditing of bills there is much correspondence between the Comptroller and the Military Secretary; and this is mainly due to the ..... Accountants employed not having a thorough knowledge of the Account Code and the Mysore Service Regulations. It is indispensible to have a qualified Accountant on Rs.40/- brought into this office to replace one of them.

18. In the interests of efficiency it seems desirable that the Government Notification of the 12th April 1888 regarding admission to the .... superior service and promotions of officials should be made applicable to the clerical branch of the .... office of the Military Secretary and of the offices subordinate to him.

Chattarlani

Office Asstt: to the Military Secretary

18th Sept 1915.
Bangalore

15

G.R.S. 26]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, *the* 191 .

Date of issue 9-3-1916

Signed by Mr. N. Madhava Rao.

Section

File No. E.A. (G) 97

Serial No.

No. 97—E. A.G.

To The Chief Comdt.

Mysore State Troops,

Sir,

With reference to my letter No. 1719/181-4-15 of the 5th Octr 15 submitting a note drawn up by the Office Asst. Mr C. Venkatrow containing his suggestions for improving the method of transmission of the late Military Secretary's Office, I am directed

over.

to State that the suggestions pertaining to office routine may be incorporated in draft office manual under preparation, while with regard to account matters the result of the Comptr's audit may be awaited.

Mavrca

? MM

MGM — Leg. fwd Depts.

4/3.

List of enclosures.

Copied by

Examined by

GPB—20,000—14-2-14